



2016 Event Calendar

January

Event	Description	Date	Location
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday January 20, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)
"I'm Certified...What's Next?"	This workshop will cover a range of topics to include an overview of the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs, city-wide goals, and types of solicitations. This workshop is free and open to all certified firms.	Tuesday January 26, 2016 10:00 am-11:00 am	Memphis City Hall 125 N. Main St., 4 th Floor, Conference Room A



February

Event	Description	Date	Location
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday February 17, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 <i>(computer lab)</i>
"You Won the Bid"	This meeting is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	Tuesday February 23, 2016 11:30am – 1:00pm	Renissance Business Center 555 Beale Street Memphis, TN 38103



March

Event	Description	Date	Location
"You Won the Bid"	This meeting is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday March 16, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



April

Event	Description	Date	Location
"You Won the Bid"	This meeting is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday April 20, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)
"I'm Certified...What's Next?"	This workshop will cover a range of topics to include an overview of the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs, city-wide goals, and types of solicitations. This workshop is free and open to all certified firms.	Tuesday April 26, 2016 10:00 am-11:00 am	Memphis City Hall 125 N. Main St., 4 th Floor, Conference Room A



May

Event	Description	Date	Location
"You Won the Bid"	This meeting is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday May 18, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



June

Event	Description	Date	Location
"You Won the Bid"	This meeting is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday June 15, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



July

Event	Description	Date	Location
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday July 20, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)
"I'm Certified...What's Next?"	This workshop will cover a range of topics to include an overview of the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs, city-wide goals, and types of solicitations. This workshop is free and open to all certified firms.	Tuesday July 26, 2016 10:00 am-11:00 am	Memphis City Hall 125 N. Main St., 4 th Floor, Conference Room A



August

Event	Description	Date	Location
"You Won the Bid" Lunch & Learn	This workshop is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday August 17, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



September

Event	Description	Date	Location
"You Won the Bid" Lunch & Learn	This workshop is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday September 21, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



October

Event	Description	Date	Location
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday October 19, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



November

Event	Description	Date	Location
"You Won the Bid" Lunch & Learn	This workshop is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD
"I'm Certified...What's Next?"	This workshop will cover a range of topics to include an overview of the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs, city-wide goals, and types of solicitations. This workshop is free and open to all certified firms.	Tuesday November 1, 2016 10:00 am-11:00 am	Memphis City Hall 125 N. Main St., 4 th Floor, Conference Room A
Pre-Certification Workshop	This workshop will address certification requirements for the Equal Business Opportunity (EBO) and Small Business Enterprise (SBE) programs as well as present an overview of how to do business with the City of Memphis.	Wednesday November 16, 2016 10:00 am-12:00 pm	Memphis City Hall 125 N. Main St., 5 th Floor, Room 538 (computer lab)



December

Event	Description	Date	Location
"You Won the Bid" Lunch & Learn	This workshop is a comprehensive overview of prime contractor and subcontractor responsibilities on city-funded projects. Participants will learn about the City's requirements in relation to the City's Equal Business Opportunity including laws and regulations surrounding the program. In addition, the workshop will discuss matters such as contract clauses, documentation requirements, common mistakes, best practices and new technologies.	TBD	TBD